

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**

**PARKING OFFICER**

**JOB DESCRIPTION**

Employees in this job participate in and oversee safety and security activities in involving the enforcement of rules and regulations pertaining to parking or vehicles in state operated parking facilities.

There are three classifications in this job.

**Position Code Title –Parking Officer-E**

Parking Officer 6

This is the trainee level. The employee works in a developing capacity as a beginning parking officer receiving on the job training and close supervision.

Parking Officer E7

This is the experienced level. The employee performs a full range of parking officer assignments. The employee exercise judgment in selecting the appropriate procedures, processes, and methods needed to carry out assignments.

**Position Title – Parking Officer-A**

Parking Officer 8

This is the advanced level. The employee serves as lead worker participate in and oversee safety and security activities involving the enforcement of rules and regulations pertaining to the parking of vehicles in state operated parking facilities.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Enforces rules and regulations covering the usage of state owned or leased parking facilities.

Checks for proper windshield stickers on incoming vehicles and deals tactfully with drivers of unauthorized vehicles.

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Patrols on foot or by vehicle to deter and/or detect unauthorized vehicles or persons.

Issues parking tickets and collects payments.

Computes and collects daily/hourly parking fees, and accounts for parking receipts.

Gives directions or provides information, upon request, to the public.

Makes entries, deletions, changes to parking data system, and rectifies discrepancies.

Performs repairs or alterations to parking meters.

Prepares incident reports.

Performs related work appropriate to the classification as assigned.

### **Additional Job Duties**

#### **Parking Officer 8 (Lead Worker)**

Oversees two or more parking officers, in the enforcement of rules and regulations covering the usage of state-owned or leased parking facilities.

Trains and coordinates the work of lower level parking officers.

Acts as unit supervisor in supervisor's absence.

Serves as operational liaison for construction or repair projects.

Conducts surveys involving parking site utilization, gathering numbers, cost, hours, etc.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the rules and regulations governing the usage of state-owned or leased parking facilities.

Ability to understand and apply written rules, regulations and policies.

Ability to follow oral and written directions.

Ability to perform simple arithmetical computations, make change, and prepare reports.

Ability to operate a motor vehicle.

Ability to communicate effectively.

Ability to work from computer printouts.

Ability to repair parking meters.

Ability to communicate via two-way radio

**Additional Knowledge, Skills, and Abilities**

**Parking Officer 8 (Lead Worker)**

Ability to coordinate and oversee the work of other parking officers.

Ability to explain instructions and guidelines to others effectively.

Ability to determine work priorities and allocate work to other parking officers.

**Working Conditions**

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to work outdoors.

**Physical Requirements**

The job duties require an employee to walk or stand for extended periods.

**Education**

Educational level typically acquired through completion of high school.

**Experience**

**Parking Officer 6**

No specific type or amount of experience is required.

**Parking Officer E7**

One year of experience in the enforcement of parking rules and regulations.

**Parking Officer 8**

Two years of experience as a parking officer, one year of which shall have been equivalent to an experienced level Parking Officer.

**Special Requirements, Licenses, and Certifications**

None.

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**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>	
PARKGOFR	Parking Officer	
<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Parking Officer –E	PRKGOFRE	A02-002
Parking Officer –A	PRKGOFRA	A02-015

ECP Group 1  
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